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[Redacted]
Copy 1 of 6

1 February 1956

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MEMORANDUM FOR: [Redacted]

SUBJECT: Alterations for 1717 N Street, N. W.

1. As per your request, a list of alterations on our space at 1717 N Street, N. W., is herewith submitted.

2. After checking the displays that we have on hand and those that will be needed, it is apparent that a 5' x 6' panel is too short. Accordingly, we are asking for 6½' x 6' panels. It will probably be necessary to sacrifice some viewers' comfort letting the bottom of these panels come fairly low to the floor.

3. These items should be accomplished: Two 42 inch electric doors controlled by a bussor by the receptionist at the entrance into these spaces (location as shown on enclosure #1).

Twelve 6½' x 6' panels mounted on tracks extended across one end of the briefing room and extending 16 feet into the next room. These panels should be mounted on three tracks. Removable steps at the end of the tracks will allow the panels to be removed. Four panels are to be made of plywood or some like material to make them suitable for display maps. These four panels should not have borders that would interfere with the display. These plywood panels should go on the first track.

The middle track should have four peg board and cork panels. These should be so constructed that the peg board could be utilized once the cork were removed. The peg board should have the holes ½ inch between centers.

On the track closest to the masonry wall there should be three peg board panels with a removable maggie magnetic surface. Also, on this track there should be a panel within which is a Vugraph rear projection screen on glass. This screen should be tilted forward at the top ½ inch inside its frame.

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These panels inside the briefing room should be lighted from a valance which hides "black" light tubes and fluorescent tubes. It would also be desirable if the valance were to hide the drapery hardware.

On the wall in the briefing room which is closest to the entrance we wish a map panel approximately 8 $\frac{1}{2}$ ' x 15' constructed of Maggio magnetic. On the other side wall we would like to have a four foot high panel of peg board running the length of the room. It would enhance the appearance considerably if this peg board panel had a frame. Both side walls and the wall containing the sliding panel should be covered by full drapes. The rear wall should have a four foot panel of peg board, but need not be covered with drapes.

A sink should be installed in the little room indicated on enclosure #1.

4. Enclosure #2 is a blue print of the sliding panels used at National Information Center. I believe that construction along these lines will provide us with the most flexibility in the use of the panels.

5. Enclosure #3 is a brochure of Maggio Magnetic visual aids and has on it the address of local distributors.

6. As you know, the date for moving in is 15 February. I realize that this is an extensive and time-consuming task. In order to expedite this job, please feel free to make such minor deviations as might be necessary to utilize existing materials and construction techniques. I will be available on extension [] to discuss changes which you feel are other than minor.

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